

LOUNGE LILY 1-125

RULES for LILY 1-125

The room is established for Staff and Graduate Students.

No meetings will be scheduled in the lounge.

The room will be open 8 am to 5 pm, Monday through Friday. No weekend activities will be scheduled.

Special Request/Special Occasions can occur – as long as it impacts the whole department. Approval for a special request can be obtained by contacting the Main Office.

If an event is scheduled it must be posted at least a week in advance in the frame outside of the room.

An email will be sent out from the SAC chair to staff and graduate students to ask if they have anything special they would like to display in the cases.

Supply requests and damage concerns should be directed to the Main Office.

You must clean up the area before you leave.

Do not move rust colored couches or chairs.

If tables and chairs are moved, please put them back when you are done.